

VILLAGE OF KEY BISCAYNE COMMUNITY CENTER - April 2016

PART-TIME LIFEGUARD POSITIONS

Applications are accepted on a rolling basis and are open until filled.

LIFEGUARD

Qualified candidates will have at least one year of direct lifeguarding experience, CPR/AED certification for lifeguards, and Lifeguarding First Aid certification by a recognized training source. Must have reliable transportation. Applicants will be required to work various shifts, to include nights, holidays and weekends. Specific duties include (but are not limited to) maintaining constant surveillance of patrons in the Village of Key Biscayne Community Center pool; performing various maintenance duties as directed to ensure a clean and safe facility; acting immediately and appropriately to secure safety of patrons in the event of emergency; providing emergency care and treatment, as needed, until the arrival of emergency medical services; presenting professional appearance and attitude at all times; maintaining a high standard of customer service. Starting pay rate is \$15.00 per hour.

HEAD LIFEGUARD

This is a skilled lifeguarding position. The employee in this class is responsible for the supervision of part-time staff, swimmers and related recreational activities at the Village of Key Biscayne Community Center pool and the prompt performance of emergency lifesaving and first aid as occasions require. Starting pay rate is \$18.00 per hour.

QUALIFICATIONS

1. High School graduate or G.E.D.
2. Three years experience in an aquatic supervisory position.
3. A current American Red Cross or nationally recognized Lifeguard, C.P.R. and A.E.D. certification.
4. Aquatic Facility Operator (AFO) or a National Swimming Pool Foundation Certified Pool-Spa Operator (CPO) certification.
5. A valid Florida Driver License.
7. All required certification and licenses must be current and valid while employed in this position.
8. Must be able to work afternoons, nights, weekends, and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES Including but not limited to the following:

- Enforce regulations and ensure swimmer safety while lifeguarding.
- Supervise and schedule the work assignments of part-time lifeguard staff.
- Prepare, verify, sign and submit payroll.
- Assign maintenance duties and create work schedule for staff.
- Perform monthly training of staff on CPR and Lifeguarding
- Recertify lifeguard staff of CPR and Lifeguard Certification
- Perform maintenance and repairs to aquatic facility and pool equipment.
- Advise Community Center Manager of needed pool or equipment repairs, and assists with scheduling of repairs.
- Purchase pool equipment, staff uniforms, and pool chemicals in a cost effective manner with authorization from management.
- Coordinate aquatic program schedules under the direction of Community Center Manager.
- Establish and maintain respectful, courteous and friendly relationships with members.

To apply, please download and complete the [employment application](#) and submit it to Ana Colls, Parks & Recreation Department Assistant Director and Community Center Manager, by [email](#) or mail:

Village of Key Biscayne Community Center
Attn: Ana Colls
10 Village Green Way, Key Biscayne, FL 33149